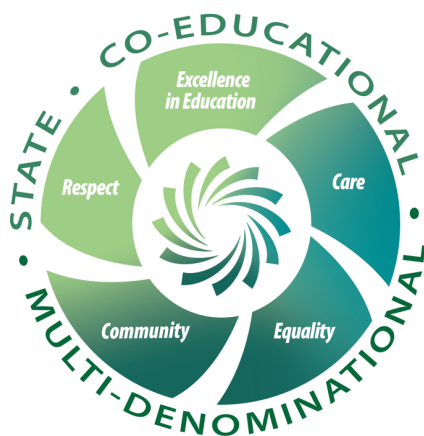




POLICY FOR INTIMATE CARE, TOILETING AND CHANGING.

Moville Community College Post-Primary School

ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education
 - Care
 - Equality
 - Community
 - Respect

Mission Statement

Moville Community College is a school where everybody is encouraged and expected to be the best that they can be.

Vision



Moville Community College is a second level school under the management of Donegal Education and Training Board. We provide a broad curriculum and a high quality education to learners in our community. We promote academic success and always recognise our students' achievements. Our staff, supported by parents, enable the students to develop the skills and attitudes necessary to become responsible young adults who contribute positively to society. We value mutual respect, tolerance and positive relationships. We celebrate diversity and we seek to foster a sense of belonging. We include all students in our school and we aim to create a safe and supportive learning environment for all.

Introduction

Intimate care is any caring procedure which involves caring for a pupil when he/she is undressed or partially undressed. This policy and related procedures have been developed bearing in mind that all physical contact between staff and pupils:

- Should be aimed at meeting the needs of the pupils
- Should respect the dignity of the pupil
- Should protect the professional integrity of staff members

Rationale

The aim of this policy is to promote good practice in this sensitive area. All staff will be made aware of the standards expected of them.

- The personnel involved in intimate care needs of pupils are usually SNAs but teachers may be involved.
- Intimate care procedures will be carried out in a manner which treats the pupil in a dignified and respectful manner and allows the pupil the maximum level of privacy. The pupil's independence will be encouraged.

At times, only one member of staff may be sufficient in dealing with intimate care needs of pupils.

In some cases, two staff members may be required and these cases will be identified in advance by the teacher and the Care Team.

Intimate care procedures involving female pupils will be carried out by female staff.

Short term substitute staff/work experience personnel should not be involved in intimate care needs of pupils.

Disposable gloves and wipes are available to all staff. A change of clothing will be kept in school for all pupils with toileting or intimate care needs.

Good Practice:



While it is not possible to prescribe guidelines that will apply in all situations, it is important that the elements of good practice be followed:

- Get to know the pupil and his\her moods, likes and dislikes and level of communication.
- Address the pupil by name so he\she is aware of being the focus of the activity.
- Before commencing to assist the pupil, explain what is happening in a straightforward and reassuring way.
- In intimate care, every effort should be made to be gentle and supportive.
- Where the pupil has very limited communication, give a visual clue such as pointing to a sponge or pad, use a picture board or other aid to signal intention to wash or change.
- Access protective clothing such as gloves and disposable aprons and ensure that they are used as necessary.
- Provide facilities which afford privacy and modesty, e.g. adequate screening. Have towels, clothing and toiletries to hand before commencing.
- Use discreet observation to see if a pad needs changing.
- Shower, change or toilet pupils one at a time. Ensure supplies of fresh clothes are to hand so that the pupil is not left unattended while items are found.
- Dispose of soiled material appropriately.
- Check in advance where possible that suitable facilities exist for intimate care procedures when on outings.
- Never carry out an intimate care procedure unless the staff member knows how to carry it out correctly. If in doubt, staff will seek help or advice before commencing.
- Two members of staff should be present while students are changing for swimming or any 'out-of-school' event.

Reporting

In the following cases, incidents must be recorded and reported as soon as possible to the SEN co-ordinator, who will indicate an appropriate response.

- If a staff member accidentally hurts the pupil.
- If the pupil seems unusually sore, tender or bruised in the genital area.
- If the pupil seems to misunderstand or misinterpret what is said or done
- If the pupil has a very emotional response without apparent cause